



SNP Administrative Reviews

Off-Site Checklist

A checklist has been compiled to assist you with the SNP administrative review process. While the checklist cannot be all-inclusive it should serve as a guide when completing the administrative review.

What's New

- **Review Dashboard:** See key information “at a glance” with the review information dashboard, including progress on the review, CAP due date, entrance date and more!
- **Where's the Save button? - Automatic Saves:** After each entry in the off-site forms your information is automatically saved.
- **Validate:** Click the “Validate” button to see what information might be invalid or missing.
- **Document Uploads:** The paperclip icon  is active for any question items that require additional documentation.
- **Question Help:** For certain off-site questions a help option is available  that provides additional information on the question itself based on the USDA guidance.
- **Pre-Populated Information:** Where possible information was pulled from the sponsor application packet.
- **Comments to Sponsor:** For any comments on a specific form the State shall write comments to the sponsor that shall appear at the top of the screen—similar to the sponsor application.

Pre-Review Checklist

- ☐ Pull out the pre-review checklist to assemble all the materials and resources necessary to complete the off-site assessment

Off-Site Assessment

Preliminary Steps

The following review should be done after logging into CNIPS and then select “Compliance”:

- ☐ Verify your Sponsor Contact Information
 - Ensure your district's contact information and email address are correct
 - **If it is incorrect** change your information on your sponsor application packet.
- ☐ Click on “Notes to Sponsor” to view the latest communications from SCN.



Note: Always check on the “Notes to Sponsor” as this shall be the main method of communicating important information to you.

- ☐ Off-site questions can be completed in any order and at any time: partial completion is allowed.
- ☐ Click “Validate” at the end of each section to see what remains to be done: the status will change from “Incomplete” to “Error” if required questions remain to be answered.
- ☐ The Off-Site statuses are as follows:

Off-Site Form Status	Definition	Notes
Not Started	Form has not been initiated by sponsor	
Incomplete	Form has been started but further information remains to be done	Need to complete the review
Error	One or more errors are on the form	Search for red exclamation points
Pending Review	Finished but awaiting SCN’s review	
Reviewed	1 st level review completed by SCN; may require additional info from sponsor	Question answers should not be modified except per SCN’s direction
Completed	Final and complete	No changes to answers allowed



Note: The off-site forms should state “Pending Review” upon completion of all required questions.



Complete! Send an email to the Lead Reviewer once your off-site forms are completed (i.e., all off-site forms are showing “Pending Review”).

Timeline

The off-site reviews are scheduled to be completed within **10 operating days** for the sponsor. SCN will take **20 operating days** to review and approve the Administrative Review. During this time SCN will work with the sponsor to provide technical assistance and assist in completing the off-site assessment.

Sponsor
Submission

10 operating days

State Review

20 operating days


Sponsors can request an additional extension time if warranted from the Lead Reviewer, who will decide on the merit of that request.

The “clock” begins at the time of the training for the sponsor.

The due date for my off-site assessment tool shall be_____.

Resources

The contact for your Administrative Review is under “Lead Reviewer” as shown on the Compliance dashboard:



Review Details			
Review Type:	Administrative	Lead Reviewer:	Justice, Steve
Review Form Set:	Administrative Review v1	Review ID:	343
		Status:	Open

Menu Compliance

Questions on meal compliance should be directed to the FCTL staff person as shown under “Notes to Sponsor”.

Letter Notifications

Letters shall be sent from SCN for the following milestones during the review:

- Confirmation
- Finding Letter
- Fiscal Action Notification
- Appeal Correspondence
- Closure letter

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